

CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

PROCESS	BUSINESS RECORD TITLE	RESPONSIBLE FOR COMPLETION	FILE LOCATION (Office No.)	RETENTION PERIOD	ARCHIVE LOCATION	ARCHIVE PERIOD
Property Management - Addition Of Newly Identified Items KDP-P-1180	NASA Form 1618 (Found on Station (FOS) Equipment Investigation)	CLCS Property Custodian	PCC Rm 3084	Until item is tagged and picked up on property account.	N/A	N/A
	NASA Form 1602 NASA Equipment Management System (NEMS) Transaction Document	CLCS Property Custodian	PCC Rm 3084	Until item is no longer on Property Account	N/A	N/A
	CLCS Property.fp3 (database)	CLCS Property Custodian	PCC Rm 3084	Until item is no longer on Property Account	N/A	N/A
	NASA Equipment Management System (NEMS)	NASA/LO-SOD-1	NASA Wide (physical location unknown)	External/Unknown	N/A	N/A